

Twin Rivers Unified School District  
2016-2017 District Office Departmental Responsibility List

Updated 12-20-2016

<b>SUPERINTENDENT</b>		
Dr. Steve Martinez		
	NAME	extension
Contact	Melinda Sandridge, Executive Assistant Senior	50161
Oversight	<ul style="list-style-type: none"> <li>• Superintendent's Calendar</li> <li>• Signature Items</li> </ul>	
Contact	Sharon Hally, Executive Assistant Senior	50902
Oversight	<ul style="list-style-type: none"> <li>• Agenda On-Line</li> <li>• Board Policy Assistance</li> <li>• Conflict of Economic Interest Form - 700</li> <li>• Board Invitations and Request to School Activities</li> </ul>	
<b>ADMINISTRATIVE SERVICES</b>		
Bill McGuire, Deputy Superintendent		
	NAME	extension
Contact	Nicole Smith, Executive Assistant II	50139
Contact	Yasmina Flores, Executive Assistant II	50356
Oversight	<ul style="list-style-type: none"> <li>• Business Services</li> <li>• Charter Schools</li> <li>• Communications</li> <li>• Fiscal Services</li> <li>• General Services</li> <li>• Human Resources/Labor Relations</li> <li>• Information &amp; Education Technology</li> <li>• Legal Services</li> <li>• Nutrition Services</li> <li>• Police Services</li> </ul>	

Updates/Changes

Please contact Yasmina Flores at [yasmina.flores@twinriversusd.org](mailto:yasmina.flores@twinriversusd.org) or extension 50356

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	<ul style="list-style-type: none"> <li>• Purchasing Services</li> <li>• Transportation</li> </ul>	
Greg Rash, Director, Business Support Services		
Contact		50121
Oversight	<ul style="list-style-type: none"> <li>• Americans Disability Act (ADA) Compliance</li> <li>• Catapult Emergency Management System</li> <li>• Compliance District Liability (Claims/Lawsuits)</li> <li>• Comprehensive Site Safety Plan</li> <li>• Crossing Guards (Old NSSD and DPHSD only)</li> <li>• District Office (D.O.) Automated Access System</li> <li>• District Insurance Requirements</li> <li>• District Property Loss (Prevention/Financial Recovery)</li> <li>• D.O. Property Management</li> <li>• D.O. Work Orders</li> <li>• Emergency Operations Safety Officer</li> <li>• Employee Accident Investigations</li> <li>• Employee Safety</li> <li>• Environmental Protection Agency (EPA) #s Assignment</li> <li>• Hazardous Materials Business Plans</li> <li>• Hazardous Waste Removal</li> <li>• Injury &amp; Illness Prevention Program</li> <li>• McClellan Park Liaison</li> <li>• Sacramento County Environmental Management Department (EMD) Violations</li> <li>• Sacramento County Probation Department Restitution Requests</li> <li>• Safety Data Sheets</li> <li>• Schools Insurance Authority Liaison</li> <li>• Sharps Container Disposal/Replacement</li> <li>• Student Athletic Insurance Requirements</li> <li>• Student Expired-Medication Disposal</li> <li>• Student Safety</li> <li>• WeTip Liaison (Anonymous Crime Reporting System)</li> </ul>	

Updates/Changes

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Communications		
Zenobia Gerald, Director		
	NAME	extension
Contact	Melissa Gettler, Administrative Secretary	50856
Oversight	<ul style="list-style-type: none"> <li>• District Calendar of Events and District Directory</li> <li>• Third Party Flier Review and Distribution</li> <li>• Request for School Coverage Event (<a href="mailto:communications@twinriversusd.org">communications@twinriversusd.org</a>)</li> <li>• Student &amp; Family Handbook</li> <li>• School Fact Sheets</li> <li>• Outreach and Engagement</li> </ul>	
Contact	Charlene VanAllen, Communications Specialist	50143
Oversight	<ul style="list-style-type: none"> <li>• Blackboard Connect Administration and District Autocalls</li> <li>• Emergency Cards</li> <li>• Publications</li> <li>• Social Media</li> <li>• Employee Recognition Programs</li> <li>• Special Event Planning</li> </ul>	
Contact	Roman Rykun, Multimedia Production Specialist	50144
Oversight	<ul style="list-style-type: none"> <li>• Event Photography/Videography</li> <li>• Marketing/Training Videos</li> <li>• Yearbook DVDs</li> </ul>	

Updates/Changes

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Ruth Hall, Director, Purchasing		
Debra Gordon, Manager, Contracts & E-Rate		
MaryAnn McCarty, Supervisor, Purchasing Services		
	NAME	extension
Contact	Dawn Jones, Administrative Secretary	50311
Oversight	<ul style="list-style-type: none"> <li>• Purchase Orders</li> <li>• District cell phones</li> </ul>	
Contact	Tina Hernandez, Buyer	50675
Oversight	<ul style="list-style-type: none"> <li>• Purchase Order quotes, Account Management</li> <li>• Ambulance Service Contract</li> </ul>	
Contact	Kao Lee, Purchasing Assistant	50183
Contact	Alicia Tayag, Purchasing Assistant	50674
Sue Toledo, Manager, Warehouse/Print & Mail Services		
	NAME	extension
Contact	Michael Kaley, Graphics & Document Coordinator	50677
Oversight	<ul style="list-style-type: none"> <li>• Posters/Banners</li> <li>• Graphic Designs</li> <li>• Brochures</li> <li>• Mail Services Lead</li> <li>• Reproduction of forms/binding/packaging</li> <li>• Mail Preparation</li> </ul>	
Contact	Teri Kuta, Document Publishing Tech Senior	50676
Oversight	<ul style="list-style-type: none"> <li>• Reproduction of forms/binding/packaging</li> <li>• Mail Services Lead</li> <li>• Mail Preparation</li> <li>• Brochures</li> </ul>	

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Contact	Sarah Fogal, Mailroom Technician	50711
Contact	Rachel Kennedy, Document Publishing Technician	50688
Oversight	• Customer Service	
<b>Fiscal Services</b>		
Kate Ingersoll, Executive Director		
	NAME	extension
Contact	Leslie Adelsperger, Administrative Assistant II	50123
Oversight	• QCC Contact • Orders and Payments	
Contact	Terrie Rhodes, Attendance Accounting Analyst	86302
Oversight	• Provides technical assistance in AERIES related to attendance and enrollment • Audit school site attendance reports • Short-term Independent Study Review	
Contact	Debbie Aiello, Attendance Data Technician	86303
Oversight	• Troubleshoot AERIES relating to attendance and enrollment • Audit attendance site reports • Short-term Independent Study Review	
Contact	Pam Johns, Attendance Data Technician	86304
Oversight	• Troubleshoot AERIES relating to attendance and enrollment • Audit attendance site reports • Short-term Independent Study Review	
Contact	Denisa Marquez, Fiscal Analyst	86304
Oversight	• Associated Student Body	

Updates/Changes

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Barbara Mitchell, Director, Categorical Budgets		
	NAME	extension
Contact	Jennifer Brown, Budget Analyst Senior	50127
Oversight	• Position Control and Budgets	
Contact	Bonnie Crofts, Budget Analyst Senior	50126
Oversight	• Position Control and Budgets	
Contact	Vasseliki Vervilos, Budget Analyst Senior	66859
Oversight	• ECE and Adult Ed Budgets	
Contact	Janis Berry, Budget Technician	86305
Oversight	• Please see the Budget Technician's Program/Department Responsibility List	
Contact	Janelle Bosick, Budget Technician	86308
Oversight	• Please see the Budget Technician's Program/Department Responsibility List	
Contact	Jillmee Cha, Budget Technician	86308
Oversight	• Please see the Budget Technician's Program/Department Responsibility List	
Contact	Bethany Linder, Budget Analyst	86305
Oversight	• Please see the Budget Technician's Program/Department Responsibility List	
Contact	Rob Roach, Budget Technician	86307
Oversight	• Please see the Budget Technician's Program/Department Responsibility List	
Contact	Xue Her, Accounting Clerk	62967
Oversight	• Please see the Budget Technician's Program/Department Responsibility List	
Rita Kilkenny, Manager, Accounts Payable		
	NAME	extension
Contact	Jenny Thao, Financial Accountant	50128
Oversight	• Accounts Receivable - Invoicing and Deposits	
Contact	Teresa Garcia, Accounting Technician Senior	50912
Oversight	• Accounts Receivable - Invoicing and Deposits	

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Contact	Vickie Bird, Accounting Technician	50912
Oversight	• Payments to Vendors and Reimbursements (T - Z)	
Contact	Tena Garcia, Accounting Technician	50914
Oversight	• Payments to Vendors and Reimbursements (I - M)	
Contact	Michelle Greenfield, Accounting Technician	50911
Oversight	• Payments to Vendors and Reimbursements (N - P)	
Contact	Arleen Martinez, Accounting Technician	50909
Oversight	• Payments to Vendors and Reimbursements (A - C)	
Contact	Luda Manzyuk, Accounting Technician	50913
Oversight	• Payments to Vendors and Reimbursements (Q - S)	
Contact	Krystle Mays, Accounting Technician	50910
Oversight	• Payments to Vendors and Reimbursements (D - H)	
Ellie Winter, Director, Financial Services		
Brenda Shine, Supervisor, Payroll/Benefits		
	NAME	extension
Contact	Xeng Her, Administrative Secretary	86326
Contact	Vesna Cha, Payroll Assistant	50909
Oversight	• Pay Warrant Distribution & Absence	
Contact	Linda Lemon, Payroll Assistant	50909
Oversight	• Pay Warrant Distribution & Absence	
Contact	Gina Velez-Balay, Fiscal Analyst	86322
Oversight	• Retirees	
Contact	Marsha Wollenberg, Fiscal Analyst	86323
Oversight	• 403B and 457b	
Contact	Gina Shannon, Benefits Plan Technician	86318
Oversight	• Employee Benefits (M - Z)	

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Contact	Laura Walker, Benefits Plan Technician	86319
Oversight	• Employee Benefits (A - L)	
Contact	Sining Cinense, Payroll Technician	86314
Oversight	• Payroll (J - MA)	
Contact	Q Coleman, Payroll Technician	86321
Oversight	• Payroll (A - B) • Levy & Life/Disability Insurance TRSPA	
Contact	Tamara Bearden, Payroll Technician	86317
Oversight	• Payroll (T - Z)	
Contact	Jennifer Macias-Sweeney, Payroll Technician	86313
Oversight	• Payroll (F - I)	
Contact	Linda Makley, Payroll Technician	86316
Oversight	• Payroll (RE - S)	
Contact	Marisela Nix, Payroll Technician	86312
Oversight	• Payroll (C - E)	
Contact	Joanna Wade, Payroll Technician	86315
Oversight	• Payroll (MC - RA)	
<b>General Services</b>		
Kim Barnett, Executive Director		
Eloy Vento, Manager, Facilities Planning and Efficiency		
	NAME	extension
Contact	Eyvonne Hendricks, Administrative Secretary Senior	50328
Oversight	<ul style="list-style-type: none"> <li>• Energy/Conservation</li> <li>• Custodial Services</li> <li>• Facilities</li> <li>• Maintenance Operations</li> </ul>	

Updates/Changes

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Contact	Victoria Garcia, Budget Analyst	50511
Contact	Jennifer Kennedy, Accounting Technician	50473
Contact	Rikk Keomanivong, Facility Services Specialist	50271
Oversight	<ul style="list-style-type: none"> <li>• Financial Record Keeping</li> <li>• Facilities Use</li> <li>• Developer Fees</li> <li>• School-dude</li> <li>• Financial Record Keeping</li> <li>• Maintenance Budget</li> <li>• Developer Fees</li> <li>• Budget Transfers</li> </ul>	
Lori Rubenstein, Director, Facilities		
Beth Brose, Project Manager		
Elizabeth Camacho, Capital Project Assistant I		
	NAME	extension
Contact	Mark Andreyev, Administrative Secretary	50281
Oversight	<ul style="list-style-type: none"> <li>• Custodians</li> <li>• Substitute Custodians</li> </ul>	
Armando Orozco, Director, Maintenance and Operations		
Boyd Ransom, Maintenance Manager		
Sal Lorta, Maintenance Manager		
Tim Maggenti, Supervisor		
Joseph Calhoun, Supervisor		
	NAME	extension
Contact	Becky Delgado, Administrative Clerk Senior	50452
Oversight	<ul style="list-style-type: none"> <li>• Carpeting</li> <li>• Roofing</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Electrical</li> <li>• HVAC</li> <li>• Grounds/Landscape</li> <li>• Glass, Locks, Floors</li> </ul>	
Robert "Rocky" Cowan, Manager, Custodial Operations		
Luis Huerta, Supervisor, Custodial Services		
Daun Manning, Supervisor, Custodial Services		
	NAME	extension
Contact	Zour Xiong, Administrative Clerk	50226
Oversight	<ul style="list-style-type: none"> <li>• Custodians</li> <li>• Substitute Custodians</li> </ul>	
Human Resources/Labor Relations		
Gina Carreon, Assistant Superintendent		
	NAME	extension
Contact	Marisela Flores, Executive Assistant I	50352
Oversight	<ul style="list-style-type: none"> <li>• Negotiations</li> <li>• Board Items</li> <li>• EEOC/Lawsuits</li> </ul>	
David Robertson, Director, Labor Relations		
	NAME	extension
Contact	Penny Kielman, Administrative Assistant I	50357
Oversight	<ul style="list-style-type: none"> <li>• Hiring and Recruitment</li> <li>• Compliance Requirements</li> </ul>	
Betty von Werlhof, Director, Labor Relations		
	NAME	extension
Contact	Esmeralda Quintana, Administrative Assistant I	50047
Oversight	<ul style="list-style-type: none"> <li>• Discipline</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Grievances</li> <li>• Attendance Issues</li> <li>• Support Plan Development/Resources</li> <li>• Employee Complaints/EEOC</li> </ul>	
Contact	Layle Bojanski, Manager	50363
Oversight	<ul style="list-style-type: none"> <li>• Certificated Employees</li> </ul>	
Contact	Rene Wells, Manager	50364
Oversight	<ul style="list-style-type: none"> <li>• Disability Management</li> <li>• Absence Analysis/Review</li> <li>• Modified Duty Analysis</li> </ul>	
Contact	Nicole Zehnder, Manager	50361
Oversight	<ul style="list-style-type: none"> <li>• Classified Employees</li> </ul>	
Contact	Allison Ambalova, Technician	50358
Oversight	<ul style="list-style-type: none"> <li>• Data Request Tracking</li> </ul>	
Contact	Amber Lynch, Technician	50048
Oversight	<ul style="list-style-type: none"> <li>• Recruitment and Hiring Process</li> </ul>	
Contact	Colleen Mulligan, Technician	50376
Oversight	<ul style="list-style-type: none"> <li>• Substitutes</li> <li>• Student Employment</li> </ul>	
Contact	Jennifer Valencia, Technician	50382
Oversight	<ul style="list-style-type: none"> <li>• Compliance: TB, Credential Expiration, CPR, Mandated Reporting Training, Annual Notifications</li> <li>• Coaches</li> <li>• Stipends</li> <li>• Employment Verification</li> <li>• Units/Professional Growth</li> <li>• Overages</li> </ul>	
Contact	Pang Yang, Technician	50048
Oversight	<ul style="list-style-type: none"> <li>• Disability Management</li> </ul>	

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Contact	Elizabeth Saldana, Receptionist	50043
Oversight	• Volunteers	
Contact	Anny Prachanpheng, HR Assistant	50366
Oversight	• Volunteers	
<b>Information and Educational Technology</b>		
Russell Selken, Executive Director		
	NAME	extension
Contact	Kari Roberts, Administrative Secretary Senior	50508
Contact	Jamie Manalo, Technology Service Specialist	55501
	• Application Analyst and Support	
Jeremy Briggs, Manager, Tech Projects/Systems Integration/User Support		
Contact	Martin Benko, IT User Support Technician • Work Station and Site Support	50508
Contact	Rick Childress, IT User Support Technician • Work Station and Site Support	50508
Contact	Austin Delacy, IT User Support Technician Senior • Work Station and Site Support	50508
Contact	Dan Flesch, IT User Support Technician Senior • Work Station and Site Support	50508
Contact	Clark Geurts, IT User Support Technician Senior • Work Station and Site Support	50508
Contact	Shane Gifford, IT User Support Technician • Work Station and Site Support	50508
Contact	Debbie Hegenderfer, IT User Support Technician Senior • Work Station and Site Support	50508
Contact	Marylou Heu, IT User Support Technician	50508

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	<ul style="list-style-type: none"> <li>• Work Station and Site Support</li> </ul>	
Contact	Mike Lara, IT User Support Technician <ul style="list-style-type: none"> <li>• Work Station and Site Support</li> </ul>	50508
Contact	Charles McGimsey, IT User Support Technician Senior <ul style="list-style-type: none"> <li>• Work Station and Site Support</li> </ul>	50508
Contact	Jason Nussbaum, IT User Support Technician <ul style="list-style-type: none"> <li>• Work Station and Site Support</li> </ul>	50508
Contact	Anthony Pease, IT User Support Analyst <ul style="list-style-type: none"> <li>• Help Desk and Site Technician</li> </ul>	50508
Contact	David Peterson, IT User Support Technician Senior <ul style="list-style-type: none"> <li>• Work Station and Site Support</li> </ul>	50508
Contact	Azim Sharifi, IT User Support Technician <ul style="list-style-type: none"> <li>• Work Station and Site Support</li> </ul>	50508
Contact	Brittany Smith, IT User Support Technician <ul style="list-style-type: none"> <li>• Work Station and Site Support</li> </ul>	50508
Contact	John Thompson, IT User Support Technician Senior <ul style="list-style-type: none"> <li>• Work Station and Site Support</li> </ul>	50508
Contact	Ray Valdez, IT User Support Analyst <ul style="list-style-type: none"> <li>• Help Desk and Site Technician</li> </ul>	50508
<b>Robert Wilcox, Manager, Systems &amp; Network Operations</b>		
Contact	Ernie Alvarez, IT Cable/Infrastructure Technician <ul style="list-style-type: none"> <li>• Cable Installation and Support</li> </ul>	55536
Contact	Kenneth Gillespie, Systems Administrator <ul style="list-style-type: none"> <li>• Server Implementation and Operational Support</li> </ul>	55533
Contact	Joni Jones, Network Administrator <ul style="list-style-type: none"> <li>• Network Electronic Implementation and Support</li> </ul>	55537

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Contact	John Matsuo, Systems/Applications Analyst Senior • Server Implementation and Operational Support	55534
Contact	Bogdan Maystrishin, IT Network Analyst • Network Switch Installation and Support	55539
Contact	Edward Salinas, IT Cable/Infrastructure Technician • Cable Installation and Support	55536
Contact	Raul Sandoval, Systems/Applications Analyst • Server Implementation and Operational Support	55535
Contact	David Vang, IT Network Analyst • Network Switch Installation and Support	55526
Richard Benz, Manager, Applications & Database		
Contact	Nicolas Althiser, Applications & Data Architect • Web Developer	55561
Contact	Kevin Hall, Database Administrator • Database and Applications Support	55563
Contact	Joyeeta Majumdar, Database Administrator Senior • Database and Applications Support	55564
Contact	Sergey Malygin, Database Administrator • Database and Applications Support	55527
Contact	Joe Messteri, Applications Developer • Web and Application Development and Support	55533
Lucas Machado, Coordinator, Educational Technology		
Scott Shebly-Jonard, Coordinator, Educational Technology		
	NAME	extension
Contact	Mary Baccarella, Administrative Secretary	50343
Oversight	<ul style="list-style-type: none"> <li>• TRU Tech and Tech Ex</li> <li>• Illuminate</li> </ul>	

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<b>Nutrition Services</b>		
<b>Jill Van Dyke, Director</b>		
	<b>NAME</b>	<b>extension</b>
Contact	Debbie Davis, Administrative Secretary	50502
Oversight	<ul style="list-style-type: none"> <li>• Federal and State Program Compliance</li> <li>• Monitor Budget and Financial Commitments</li> <li>• Department/District Policies and Procedures</li> <li>• New Program Development and Implementation</li> <li>• District Meal Program Advisor</li> <li>• External Funding Opportunities</li> </ul>	
<b>Vacant, Assistant Director</b>		
Oversight	<ul style="list-style-type: none"> <li>• Kitchen/Facility Use</li> <li>• Summer School/Seamless Summer Meals</li> <li>• Vending Program</li> <li>• NS Fiscal Services Supervision</li> <li>• Student Food Fairs</li> <li>• NS Equipment Repairs &amp; Maintenance</li> <li>• NS Vendor Services – Linens, Pest Control, Food &amp; Supplies</li> <li>• After School Supper Program</li> <li>• NS Staff Development</li> <li>• NS Equipment Inventory and Purchases</li> <li>• ROP Program Development</li> <li>• NS Workers Compensation</li> <li>• Chef Rio Coordinator</li> <li>• Field Supervisors Supervision</li> <li>• Safety and Sanitation/Health Department</li> <li>• Salad Bar Program</li> </ul>	50501

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	<ul style="list-style-type: none"> <li>• Substitute Staffing</li> </ul>	
Michael Carrick, Accounting Supervisor		
Oversight	<ul style="list-style-type: none"> <li>• State Claim Reporting</li> <li>• Bank Reconciliations</li> <li>• CNIPS Reporting</li> <li>• Accounting Staff Supervisor</li> <li>• Purchase Orders</li> <li>• Interfund Transfers</li> <li>• Deposit Security</li> <li>• Budget Prep and Analysis</li> <li>• Inventory Control</li> <li>• PreK Accounting &amp; Management</li> <li>• Direct Payments</li> <li>• Journal Entries</li> <li>• After School Program Data</li> <li>• Payables and Receivables</li> </ul>	50503
Lisa Vorce, Supervisor, Administrative Dietitian		
Oversight	<ul style="list-style-type: none"> <li>• Dietetic Intern Program</li> <li>• NS Marketing</li> <li>• HealthyUS Challenge</li> <li>• Fresh Fruit and Vegetable Program</li> <li>• State Menu Certifications</li> <li>• Student/Parent Nutrition Education</li> <li>• Dairy Council Curriculum</li> <li>• Program Development</li> <li>• Special Dietary Needs</li> <li>• Non-Program Foods Menu Planning/School Menu Planning</li> <li>• Nutritional Analysis</li> </ul>	50514

Updates/Changes

Please contact Yasmina Flores at [yasmina.flores@twinriversusd.org](mailto:yasmina.flores@twinriversusd.org) or extension 50356

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Twin Rivers Unified School District  
2016-2017 District Office Departmental Responsibility List

Updated 12-20-2016

	<ul style="list-style-type: none"> <li>• Wellness Policy</li> </ul>	
Contact	Louise Romo, Specialist	61409
Oversight	<ul style="list-style-type: none"> <li>• Process Food Orders</li> <li>• Menu Development</li> <li>• Production Records</li> <li>• Delivery Logistics</li> <li>• Supper &amp; After School Snack Program</li> <li>• Competitive/Non-Program Foods</li> <li>• Classroom Parties</li> <li>• Commodity Diversions</li> <li>• Field Trips</li> <li>• Vendor Contacts</li> <li>• Special School Events</li> <li>• Inventory Data</li> <li>• Food Bids</li> </ul>	
Contact	Mary Burns, Café Services Team Leader II	51176
Oversight	<ul style="list-style-type: none"> <li>• Supper Program Coordinator</li> <li>• Routing Coordinator</li> <li>• Food Ordering</li> </ul>	
Contact	Chelsea Hahner, Purchasing Assistant	76901
Oversight	<ul style="list-style-type: none"> <li>• Assist Nutrition Services Specialist</li> <li>• Testing Snack Program</li> <li>• Process Food Orders</li> <li>• Food Specifications</li> <li>• Food Cost and Expense</li> <li>• Recipe Book Data Entry</li> </ul>	
Contact	Brandie Sepetaio, Administrative Services Technician	50527
Oversight	<ul style="list-style-type: none"> <li>• Meal Application Processing</li> </ul>	

Updates/Changes

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Twin Rivers Unified School District  
2016-2017 District Office Departmental Responsibility List

Updated 12-20-2016

	<ul style="list-style-type: none"> <li>• Secondary Orientations</li> <li>• Meal Application Staff Training</li> <li>• Return Check Processing</li> <li>• NutriKids Financial Tracking</li> <li>• Deposit Reconciliation</li> <li>• Eligibility Compliance</li> <li>• Homeless, Migrant, Runaway, Foster Contact</li> </ul>	
Contact	Louis Cisneros, Administrative Clerk Senior	50510
Oversight	<ul style="list-style-type: none"> <li>• Nutrition Staff Scheduling</li> <li>• Sub Scheduling for Nutrition Services</li> <li>• Invoice Processing</li> <li>• Daily Cash Receipts</li> <li>• Statistical Records</li> <li>• Account Reconciliation</li> </ul>	
Contact	Katie Hansberry, Administrative Clerk	50312
Oversight	<ul style="list-style-type: none"> <li>• Invoice Processing</li> <li>• Grant Invoice Processing</li> <li>• Menu Design</li> <li>• Nutrition Staff Scheduling Assistant</li> <li>• Deposit Reconciliation</li> <li>• Program Assistance</li> </ul>	
Cynthia Amaro, Field Supervisor		
Oversight	<ul style="list-style-type: none"> <li>• Creative Connections Arts Academy 7 -12</li> <li>• Foothill High</li> <li>• Foothill Ranch Middle</li> <li>• Futures High - GCC</li> <li>• Grant Union High</li> <li>• Highlands High</li> </ul>	(916) 842-8140 Cell

Updates/Changes

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Twin Rivers Unified School District  
2016-2017 District Office Departmental Responsibility List

Updated 12-20-2016

	<ul style="list-style-type: none"> <li>• Lactating Mother/CalSafe Program (Pacific High)</li> <li>• Martin Luther King Jr. Technology Academy</li> <li>• Miles P. Richmond</li> <li>• North Area Community Day School</li> <li>• Norwood Junior High</li> <li>• Nova Opportunity Program</li> <li>• Pacific Career and Technology High</li> <li>• Rio Linda High</li> <li>• Rio Linda Preparatory Academy</li> <li>• Rio Tierra Junior High</li> <li>• Smythe Academy of Arts &amp; Science 7-8</li> <li>• Vista Nueva Career &amp; Technology High</li> </ul>	
Lori Marson, Field Supervisor		
Oversight	<ul style="list-style-type: none"> <li>• CCCS Camellia and CCCS McClellan Elementary</li> <li>• CCCS Gateway International, Empowering Possibilities &amp; Norwood Junior High</li> <li>• Creative Connections Arts Academy K-6</li> <li>• F.C. Joyce Elementary</li> <li>• Foothill Oaks Elementary</li> <li>• Frontier Elementary</li> <li>• Hillsdale Elementary</li> <li>• Kohler Elementary</li> <li>• Madison Elementary</li> <li>• Oakdale Elementary</li> <li>• Pathways Community Day School</li> <li>• Pioneer Elementary</li> <li>• Ridgepoint Elementary</li> <li>• SCOE Elinor Hickey Jr/Sr High</li> <li>• SCOE Leo Palmiter Jr/Sr High</li> <li>• Sierra View Elementary</li> </ul>	(916) 825-6941 Cell

Updates/Changes

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Twin Rivers Unified School District  
2016-2017 District Office Departmental Responsibility List

Updated 12-20-2016

	<ul style="list-style-type: none"> <li>• Village Elementary</li> <li>• Vineland Elementary</li> <li>• W.A. Allison Elementary</li> <li>• Woodridge Elementary</li> </ul>	
Georgina Hahner, Field Supervisor		
Oversight	<ul style="list-style-type: none"> <li>• D.W. Babcock Elementary</li> <li>• Del Paso Heights Elementary</li> <li>• Dry Creek Elementary</li> <li>• Fairbanks Elementary</li> <li>• Garden Valley Elementary</li> <li>• Hagginwood Elementary</li> <li>• Harmon Johnson Elementary</li> <li>• Hazel Strauch Elementary</li> <li>• Higher Learning Academy - GCC</li> <li>• Michael J. Castori Elementary</li> <li>• Morey Avenue Early Childhood Development Center</li> <li>• Noralto Elementary</li> <li>• Northwood Elementary</li> <li>• Orchard Elementary</li> <li>• Rafferty Elementary - GCC</li> <li>• Regency Park Elementary</li> <li>• Skvarla Elementary - GCC</li> <li>• Smythe Academy of Arts &amp; Sciences K-6</li> <li>• Westside Elementary</li> <li>• Westside Preparatory Charter</li> <li>• Woodlake Elementary</li> <li>• Dry Creek Elementary</li> </ul>	(916) 825-6928 Cell

Updates/Changes

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Twin Rivers Unified School District  
2016-2017 District Office Departmental Responsibility List

Updated 12-20-2016

Kim Bosworth, Field Supervisor - Supper Program	
Oversight	<ul style="list-style-type: none"><li>• D.W. Babcock Elementary</li><li>• Del Paso Heights Elementary</li><li>• Dry Creek Elementary</li><li>• F.C. Joyce Elementary</li><li>• Fairbanks Elementary</li><li>• Foothill Oaks Elementary</li><li>• Foothill Ranch Middle</li><li>• Frontier Elementary</li><li>• Futures High - GCC</li><li>• Garden Valley Elementary</li><li>• GCOA Pavilion Elementary (NSLP)</li><li>• Hagginwood Elementary</li><li>• Harmon Johnson Elementary</li><li>• Hazel Strauch Elementary</li><li>• Higher Learning Academy - GCC</li><li>• Hillsdale Elementary</li><li>• Kohler Elementary</li><li>• Madison Elementary</li><li>• Martin Luther King Jr. Technology Academy</li><li>• Michael J. Castori Elementary</li><li>• Morey Avenue Early Childhood Development Center</li><li>• Noralto Elementary</li><li>• Northwood Elementary</li><li>• Oakdale Elementary</li><li>• Orchard Elementary</li><li>• Pioneer Elementary</li><li>• Rafferty Elementary - GCC</li><li>• Ridgepoint Elementary</li></ul>

(916) 825-6955  
Cell

Updates/Changes

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Twin Rivers Unified School District  
2016-2017 District Office Departmental Responsibility List

Updated 12-20-2016

- Rio Linda Preparatory Academy
- Rio Tierra Jr. High
- Sierra View Elementary
- Skvarla Elementary - GCC
- Smythe Academy of Arts & Sciences
- Village Elementary
- W.A. Allison Elementary
- Westside Elementary
- Woodlake Elementary
- Woodridge Elementary

**Police Services**

David Lugo, Interim Chief

	NAME	extension
Contact	Gina Carrozzo, Police Administrative Analyst	50571
	Chief Lugo: <ul style="list-style-type: none"> <li>• Operations</li> <li>• Regional Law Enforcement Agencies Liaison</li> <li>• Community Liaison</li> <li>• Police Information and Technology</li> </ul> Sgt. Arlin Kocher: <ul style="list-style-type: none"> <li>• Night Shift Operations</li> <li>• Contract Law Enforcement Services</li> <li>• Communication Dispatcher</li> <li>• Field Training Officer</li> </ul> Sgt. Matthew Scott: <ul style="list-style-type: none"> <li>• Police Fleet</li> <li>• School Resource Officers (county boundaries)</li> <li>• Regional Terrorism Liaison Officer</li> </ul>	

Updates/Changes

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Twin Rivers Unified School District  
2016-2017 District Office Departmental Responsibility List

Updated 12-20-2016

	Sgt. Frank Spino:	
	<ul style="list-style-type: none"> <li>• School Resource Officers (city boundaries)</li> <li>• Rangemaster</li> <li>• Low Lethality Training Coordinator</li> </ul>	
<b>Transportation</b>		
Timothy Shannon, Director		
Raymond Manalo, Manager, Vehicle Maintenance		
Victoria Sanchez, Manager, Transportation Planning		
Fred Covington, Supervisor		
William "Joe" Sligar, Supervisor		
	<b>NAME</b>	<b>extension</b>
Contact	Parlisha Watts-Andrews, Administrative Secretary	51021
Oversight	<ul style="list-style-type: none"> <li>• Transportation Calendar</li> <li>• Transportation Planning</li> </ul>	
Contact	Sue Alford, Accounting Clerk Senior	51027
Oversight	<ul style="list-style-type: none"> <li>• Transportation Accounting</li> <li>• Field Trip Billing</li> </ul>	
Contact	Erika Saber, Accounting Clerk Senior	51034
Oversight	<ul style="list-style-type: none"> <li>• Transportation Attendance</li> <li>• Transportation Payroll</li> </ul>	
Contact	Megan Rowlett, Accounting Clerk	50129
Oversight	<ul style="list-style-type: none"> <li>• Field Trip Scheduling</li> <li>• Vehicle Rental</li> </ul>	
Contact	Federico Demarchi, Transportation Scheduler/Dispatcher	51053
Oversight	<ul style="list-style-type: none"> <li>• Dispatcher</li> </ul>	
Contact	Connie Crowley-Quiepo, Transportation Router	51033
Oversight	<ul style="list-style-type: none"> <li>• Bus Routes/Regular Ed./SPED</li> </ul>	

Updates/Changes

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Twin Rivers Unified School District  
2016-2017 District Office Departmental Responsibility List

Updated 12-20-2016

Contact	Doretta Vancil, Transportation Scheduler/Dispatcher	50135
Oversight	• Dispatcher	
Contact	Christine Coleman, Transportation Scheduler/Dispatcher	50152
Oversight	• Dispatcher	
<b>INSTRUCTIONAL SERVICES</b>		
<i>INNOVATION, RESEARCH &amp; DESIGN</i>		
Dr. Sara Noguchi, Associate Superintendent		
	NAME	extension
Contact	Monica Sanchez Lopez, Executive Assistant II	50034
Oversight	<ul style="list-style-type: none"> <li>• Adult Education</li> <li>• Assessment and Accountability</li> <li>• Career Technical Education</li> <li>• Charter Schools</li> <li>• Early Childhood Education</li> <li>• Education Technology</li> <li>• Multi-Tier Support System (MTSS)</li> <li>• National Institute for School Leaders (NSIL)</li> <li>• Parent and Student Engagement</li> <li>• Promise Zone</li> <li>• Reading Partners</li> <li>• Visual and Performing Arts</li> </ul>	
<b>Arts &amp; Career Education/Adult Education</b>		
Jackie White, Director		
Danise Egan, Coordinator		
	NAME	extension
Contact	Penny Saiyarath, Administrative Secretary Senior	50409
Contact	Cassi Glenn, Administrative Clerk Senior	63703

Updates/Changes

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Twin Rivers Unified School District  
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Updated 12-20-2016

Contact	Nataliya Linevich, Program Specialist	50130
Contact	Keenya Powell, Program Developer - CTE	50178
Contact	Danielle Burmaster-Williamson, TOSA - VAPA	62309
Contact	Jasmin Martinez, TOSA - VAPA	62309
Contact	Kim Imus, Office Manager, Adult Education	64002
<b>Assessment and Accountability</b>		
Uve Dahmen, Director		
Chris Arnold, Coordinator		
	NAME	extension
Contact	Delores Johnson, Administrative Secretary	50206
Oversight	• School Accountability Report Cards (SARC)	
Contact	Douglas Ho, Research Associate	50209
Oversight	• Illuminate Scheduling/Creating Benchmark Assessment • Illuminate Login/Password	
Contact	Cathy Orosz, Data Management Analyst	50163
Oversight	• Elementary Report Cards questions • Fountas & Pinnell Reports • Report Assistance • Illuminate and AERIES data extractions	
Elizabeth Cunnion, Coordinator, Early Childhood Education		
	NAME	extension
Contact	Jo Hughes, Administrative Secretary	50463
Oversight	• Preschool Enrollment • Preschool Waiting List Placement	
Contact	Leslie Cohen, Program Specialist	61737
Oversight	• Preschool Calendar • Preschool Substitute Issues	

Updates/Changes

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Twin Rivers Unified School District  
2016-2017 District Office Departmental Responsibility List

Updated 12-20-2016

	• First 5 Parent Meetings	
Contact	Erica Reid, School Administrative Specialist	62003
Oversight	• Preschool Enrollment	
Contact	Sandra Alatorre-Moro, Administrative Clerk Bilingual Senior	50528
Oversight	• Preschool Enrollment	
	• Garden Valley, Kohler, Noralto, Strauch	
Contact	Maria Barragan, Administrative Clerk Bilingual Senior	50467
Oversight	• Preschool Enrollment	
	• Castori, Del Paso, Northwood, Pacific, Sierra View, Woodlake	
Contact	Brisa Duran, Administrative Clerk Bilingual Senior	50407
Oversight	• Preschool Payments, Billing	
Contact	Lorena Jimenez, Administrative Clerk Bilingual Senior	50383
Contact	Teresa Barragan, Family and Community Liaison - Bilingual	50466
Oversight	• Preschool Parent Classes	
	• Preschool Special Event Coordinator	
	• Preschool Enrollment Overflow	
<b>Special Projects</b>		
Cynthia Andrews, Director		
Christine Moran, Coordinator, MTSS and Intervention		
	<b>NAME</b>	<b>extension</b>
Contact	Joann Springer, Administrative Secretary	63352
Oversight	• Williams Act	
	• LCAP	
	• MTSS	
	• AVID	
	• GATE	
	• SPSA, Federal Program Monitoring, 504s	

Updates/Changes

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Twin Rivers Unified School District  
2016-2017 District Office Departmental Responsibility List

Updated 12-20-2016

	<ul style="list-style-type: none"> <li>• Program Improvement</li> <li>• Alternative Interventions</li> <li>• ASES</li> <li>• CHARGE</li> <li>• Summer School</li> <li>• Secondary Redesign</li> </ul>	
Contact	Natalya Avetisov, Administrative Clerk Senior	66919
Oversight	<ul style="list-style-type: none"> <li>• Time Accountability</li> <li>• Attendance and Assessments Input Cayen Systems</li> <li>• Record keeping and PAF process for SES, CHARGE and Summer School</li> <li>• Alternative support CHARGE, IMPACT and Summer School enrollment</li> </ul>	
Contact	Mai Xiong, Administrative Clerk Senior	50162
Oversight	<ul style="list-style-type: none"> <li>• NCLB Program Improvement (PI) Mandate Notifications</li> <li>• Program Improvement (PI) Notifications</li> <li>• Master Contract and Services</li> <li>• Alternative Support Tutor Clearances</li> <li>• Alternative Support Invoices/Attendance Verification</li> </ul>	
Contact	Tizzy Wu, Budget Technician	50179
Oversight	<ul style="list-style-type: none"> <li>• Time Accountability</li> <li>• Consolidated Application and Reporting System (CARS)</li> <li>• Alternative Support payments</li> <li>• ASES Expenditures Reports</li> </ul>	
Contact	Luz Barajas, Program Development Specialist	50814
Contact	Jeremy Combs, Program Development Specialist	50020
Oversight	<ul style="list-style-type: none"> <li>• After School Learning Programs</li> <li>• Summer School</li> <li>• Alternative Support</li> <li>• ASES</li> </ul>	

Updates/Changes

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Twin Rivers Unified School District  
2016-2017 District Office Departmental Responsibility List

Updated 12-20-2016

	<ul style="list-style-type: none"> <li>• After School Intervention</li> </ul>	
Contact	Wendi Cowan, Program Development Consultant	50169
Oversight	<ul style="list-style-type: none"> <li>• Summer School</li> <li>• CHARGE</li> <li>• IMPACT</li> <li>• Alternative Supports</li> <li>• After School Intervention</li> </ul>	
Contact	Blanca Gallardo, Program Development Specialist	60377
Oversight	<ul style="list-style-type: none"> <li>• After School Learning Programs</li> <li>• Summer School</li> <li>• Alternative Supports</li> <li>• After School Intervention</li> </ul>	
<b>Student Engagement</b>		
Craig S. Murray, Executive Director		
	NAME	extension
Contact	Malayvanh "Monie" Bouaphavong, Administrative Secretary Senior	50838
Oversight	<ul style="list-style-type: none"> <li>• Co-Curricular Programs</li> <li>• Activities</li> <li>• Athletics</li> <li>• Parent Involvement</li> <li>• Community Outreach</li> <li>• Student Services</li> </ul>	
Teresa Rowan, Director, Co-Curricular Activities		
Contact	Sandy Westerberg, Administrative Secretary	52857

Updates/Changes

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Twin Rivers Unified School District  
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Updated 12-20-2016

Student Services		
Rudy Puente, Director		
	NAME	extension
Contact	Guyleene Brantley, Administrative Secretary	50855
Oversight	<ul style="list-style-type: none"> <li>• Work Permits</li> <li>• Student Records</li> <li>• Complaints</li> <li>• Bullying Reports</li> <li>• Subpoenas</li> </ul>	
Contact	Enid Scott, Administrative Secretary	50842
Oversight	<ul style="list-style-type: none"> <li>• Student Leadership</li> <li>• Complaint Process</li> <li>• Open Enrollment</li> <li>• Inter-District Agreements</li> </ul>	
Contact	Parschal Keeling, Administrative Clerk Senior	50818
Contact	Adam Saldana, Community Liaison Bilingual	50038
Oversight	<ul style="list-style-type: none"> <li>• Inter-District Agreements</li> <li>• Complaints</li> </ul>	
Contact	Tiffany Hunt, Counselor	64393
Oversight	<ul style="list-style-type: none"> <li>• Independent Living Program</li> <li>• Foster Youth Support Services</li> </ul>	
Contact	Ana Olazava-Broadbent, Counselor	50820
Oversight	<ul style="list-style-type: none"> <li>• Independent Living Program</li> <li>• Foster Youth Support Services</li> </ul>	
Contact	Debra Thorne, Enrollment Demographic Specialist	50905
Oversight	<ul style="list-style-type: none"> <li>• Overflow and Enrollment</li> <li>• Home and Hospital Instruction</li> <li>• Instructional Minutes</li> </ul>	

Updates/Changes

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Twin Rivers Unified School District  
2016-2017 District Office Departmental Responsibility List

Updated 12-20-2016

Contact	Roberta Wood, Receptionist	66451
Oversight	• Receptionist Bay C	
Bonita Mallory, Coordinator, Student Health and Prevention		
Oversight	• School RNs • LVNs • Health Assistants	50851
Contact	Scott Kazer, Program Specialist	50832
Oversight	• TUPE	
Jane Claar, Coordinator, Child Welfare and Attendance		
Tracey Wiltshire, Coordinator, Child Welfare and Attendance		
	NAME	extension
Contact	Stephanie Lor, Student Engagement Specialist	52864
Oversight	• Child Welfare and Attendance • Foster Youth Liaison • Homeless Liaison • Student Attendance Review Board (SARB) • Partners Against Chronic Truancy (PACT)	
Contact	Becky Campora, Student Engagement Specialist	66451
Oversight	• Child Welfare and Attendance • Foster Youth Support Services • Homeless Education • SART Assistance	
Contact	Jackie Cunningham, Student Engagement Specialist	52860
Oversight	• Child Welfare and Attendance • Foster Youth Support Services • Homeless Education • SART Assistance	
Contact	Sheri Canfield-Graves, Student Engagement Specialist	52859

Updates/Changes

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Twin Rivers Unified School District  
2016-2017 District Office Departmental Responsibility List

Updated 12-20-2016

<b>Oversight</b>	<ul style="list-style-type: none"> <li>• Child Welfare and Attendance</li> <li>• Foster Youth Support Services</li> <li>• Homeless Education</li> <li>• SART Assistance</li> </ul>	
<b>Yolanda Falkenberg, Coordinator, Parent Engagement</b>		
<b>Contact</b>	Martha Florez, Administrative Clerk Senior	64107
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• Parent Community Involvement</li> <li>• Parent Home Visit Project</li> <li>• Mental Health Assistance for Families</li> <li>• Parent University</li> </ul>	
<b>Contact</b>	Heriberto Soto, Parent Engagement Educator	50019
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• TOSA Parent and Community Involvement</li> </ul>	
<b>Contact</b>	Judy Thornhill, Mental Health Specialist	50412
<b>Contact</b>	Dayna Russell	50201
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• Keema Referrals</li> <li>• Expulsion Referrals</li> <li>• Student Administrative Transfers</li> <li>• Re-Admission Expulsions</li> <li>• Court Community School Placements</li> <li>• DCOST Alternative Education</li> </ul>	
<b>TEACHING AND LEARNING</b>		
<b>Elementary Education</b>		
<b>Dr. Anne Zeman, Assistant Superintendent School Leadership</b>		
	NAME	extension
<b>Contact</b>	Marianne McMurray, Administrative Secretary Senior	61402
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• Supervision, Evaluation and Professional Development of Elementary Principals</li> <li>• Leadership Development of Vice Principals</li> </ul>	

Updates/Changes

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Ernestine McGuire, Coordinator, Curriculum and Instruction		
<b>Contact</b>		66527
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• TOSA Support</li> <li>• TOSA Committees</li> <li>• Professional Learning Communities (PLCs)</li> <li>• ILT Support</li> <li>• Retentions</li> <li>• P.E. Instructional Support</li> </ul>	
<b>English Learners</b>		
<b>Dr. Jacquelyn Moore, Director</b>		
Alberto Becerra, Coordinator		
Jisel Villegas, Coordinator		
	NAME	extension
<b>Contact</b>	Sonya Lewis, Administrative Secretary	50184
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• EL/ELD</li> <li>• Guided Language Acquisition Development (GLAD)</li> <li>• DELAC</li> <li>• CELDT</li> <li>• CBET</li> <li>• Dual Immersion</li> <li>• EL Summer School Intervention</li> </ul>	
<b>Contact</b>	Alexandra Pina, Senior Administrative Clerk, Bilingual	61503
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• TOSA-EL support</li> <li>• Seal of Biliteracy Support</li> <li>• EL Professional Development</li> </ul>	
<b>Contact</b>	Paul Barajas, Translator Technician, Spanish	50861
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• Translate written material from English to Spanish</li> <li>• Provide interpretation for IEP, SST, SART, SARB and parent meetings</li> </ul>	

Updates/Changes

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	<ul style="list-style-type: none"> <li>• Testing assistance in student's primary language</li> </ul>	
<b>Contact</b>	Guadalupe Castaneda, Translator Technician, Spanish	50861
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• Translate written material from English to Spanish</li> <li>• Provide interpretation for IEP, SST, SART, SARB and parent meetings</li> <li>• Testing assistance in student's primary language</li> </ul>	
<b>Contact</b>	Margarita Gonzalez, Translator Technician, Spanish	50526
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• Translate written material from English to Spanish</li> <li>• Provide interpretation for IEP, SST, SART, SARB and parent meetings</li> <li>• Provide interpretation for meetings and workshops</li> </ul>	
<b>Contact</b>	Irina Manzyuk, Translator Technician, Russian	50165
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• Translate written material from English to Russian</li> <li>• Provide interpretation for meetings and workshops</li> <li>• Testing assistance in student's primary language</li> <li>• Coordinates all translation requests</li> </ul>	
<b>Contact</b>	Kirsten Weissman, TOSA - EL	50016
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• Provides EL Support to Elementary School Teachers</li> <li>• EL Lesson Plan Development</li> <li>• Analyze EL Student Data for Elementary Schools</li> <li>• Aligns and integrates ELD Standards curriculum</li> </ul>	
<b>Contact</b>	Tamara Keane, TOSA - EL	50117
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• Provides EL Support to Elementary School Teachers</li> <li>• EL Lesson Plan Development</li> <li>• Analyze EL Student Data for Secondary Schools</li> <li>• Aligns and integrates ELD Standards curriculum</li> </ul>	

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<b>Professional Development</b>		
<b>Andrew Withers, Director</b>		
Lynda Nichols, Coordinator		
	NAME	extension
<b>Contact</b>	Diane Harris, Administrative Secretary Senior	50264
<b>Oversight</b>	<ul style="list-style-type: none"> <li>Professional Development Calendar</li> <li>Supervision and Evaluation of Elementary TOSAs</li> <li>New Principal Mentorship</li> </ul>	
<b>Contact</b>	Mary Gerwer, Program Specialist	50845
<b>Oversight</b>	<ul style="list-style-type: none"> <li>Edivate, Certificated</li> <li>PD Event Request</li> <li>PD Data Reports</li> <li>Professional Development Hours/Compensation</li> </ul>	
<b>Contact</b>	Karen Hall, Administrative Clerk Senior	50194
<b>Oversight</b>	<ul style="list-style-type: none"> <li>Peer Assistance Review</li> <li>New Teacher Induction</li> <li>Prior Approval Units and Voucher Hours</li> <li>Mentor Support (NCBT, CTE, Interns, STSP)</li> </ul>	
<b>Contact</b>	Ruth Victorio, Administrative Clerk Senior	50194
<b>Oversight</b>	<ul style="list-style-type: none"> <li>Unit and Voucher Hour for Salary Placement</li> <li>Professional Development Support</li> <li>Prior Approval Units and Voucher Hours</li> </ul>	
<b>Secondary Education</b>		
<b>Dr. Lori Grace, Assistant Superintendent School Leadership</b>		
Carol Young, Coordinator, Counseling, College and Career Readiness		
	NAME	extension
<b>Contact</b>	Regina Furniss, Administrative Secretary	50219
<b>Oversight</b>	<ul style="list-style-type: none"> <li>Supervision and Evaluation of Middle and High School Principals</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Leadership Development of Vice Principals</li> <li>• Supervision and Evaluation of Secondary Curricular TOSA</li> </ul>	
<b>Contact</b>	Carol Young, Coordinator Counseling, College and Career Readiness	50201
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• Oversight of district counseling program</li> <li>• Coordinates district counseling meeting</li> <li>• Keeps the district master course catalogue</li> <li>• Maintains all district approved and adopted course descriptions</li> <li>• Monitors course codes and names in AERIES</li> <li>• Collects all master schedules from secondary prior to the end of the school year</li> <li>• Identifies and communicates district counseling deadlines for FAFSA, UC/CSU applications</li> <li>• Monitors district non-graduation list and updates Executive Director of Secondary</li> <li>• Organize College and College Fairs (PSAT School Day)</li> <li>• Informs Curricular TOSA of impact on transcripts that changes in curriculum may have</li> </ul>	
<b>Contact</b>	Edna Shoemaker, Curricular TOSA 7-12 ELA	64608
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• Liaison to 7-12 ELA Department Chairs</li> <li>• ELA curricular expert</li> <li>• Oversees the construction and revision of District Benchmarks</li> <li>• Revises district units of study</li> <li>• Participates and organizes district ELA adoptions</li> <li>• Vets resources for district utilization</li> <li>• Subject Area Committee Meetings</li> </ul>	
<b>Contact</b>	Adam Sinor, Curricular TOSA 7-12 Math	62725
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• Liaison to 7-12 Math Department Chairs</li> <li>• Math curricular expert</li> <li>• Oversees the construction and revision of District Benchmarks</li> <li>• Revises district units of study</li> <li>• Participates and organizes district math adoptions</li> <li>• Vets resources for district utilization</li> </ul>	

Updates/Changes

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	<ul style="list-style-type: none"> <li>• Subject Area Committee Meetings</li> </ul>	
<b>Contact</b>	Megan Simmons, Curricular TOSA K-12 Social Science, World Language, AVID	50118
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• Liaison to K-12 Social Science, World Languages, AVID Teachers</li> <li>• K-12 Social Science, World Language, AVID curricular expert</li> <li>• Oversees the construction and revision of District Benchmarks</li> <li>• Revises district units of study</li> <li>• Participates and organizes district adoptions</li> <li>• Vets resources for district utilization</li> <li>• Subject Area Committee Meetings</li> <li>• SCOE AVID Liaison</li> </ul>	
<b>Contact</b>	Eric Garber, Curricular TOSA K-12 Science	50222
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• Liaison to K-12 Science Teachers</li> <li>• K-12 Science curricular expert</li> <li>• Oversees the construction and revision of District Benchmarks</li> <li>• Revises district units of study</li> <li>• Participates and organizes district adoptions</li> <li>• Vets resources for district utilization</li> <li>• Subject Area Committee Meetings</li> </ul>	
<b>Special Education</b>		
<b>Kathleen Walker, Executive Director</b>		
Tracy Barbieri, Coordinator		
Carrie Cooper, Coordinator		
Anthony Hairston, Coordinator, Behavior Intervention		
Shaen Hosie, Coordinator, Vineland Preschool		
Dana Jeffrey, Coordinator		
Michelle Price, Coordinator, Behavior Intervention		
	NAME	extension
<b>Contact</b>	Wendy Valeriano, Administrative Secretary Senior	55571

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<b>Contact</b>	Dannie Gonzalez, Data Management Specialist	50847
<b>Oversight</b>	• SEIS Maintenance	
<b>Contact</b>	Ben Eckmann, Administrative Clerk Senior	50223
<b>Oversight</b>	• Records Requests	
<b>Contact</b>	Pavel Gladysz, Administrative Clerk Senior	52862
<b>Oversight</b>	SPED Transportation, HHI Support, NPS support, Medi-Cal	
<b>Contact</b>	Theresa Hansen, Administrative Clerk Senior	50895
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• Professional Development</li> <li>• Testing</li> <li>• Workability/Transition, SSI Request</li> </ul>	
<b>Contact</b>	Oksana Koblik, Data Management Assistant	50223
<b>Oversight</b>	• Records Requests	
<b>Contact</b>	Maria Reyes Bonds, Accounting Clerk Senior	50893
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• Budget</li> <li>• NPS/NPA Billing</li> </ul>	
<b>Contact</b>	Shoua Thao, Administrative Clerk Senior	52862
<b>Oversight</b>	<ul style="list-style-type: none"> <li>• Protocols/Test Materials/Test Kits</li> <li>• Workability/Transition Support</li> </ul>	
<b>Program Specialists</b>		
<b>Contact</b>	Carol Poteet, Program Specialist	52856
<b>Oversight</b>	• Del Paso, Foothill Ranch, Joyce, Norwood, Oakdale, Rio Linda Prep, Smythe K-6, Smythe 7-8, Village, Kohler	
<b>Contact</b>	Christopher Smith, Program Specialist	52851
<b>Oversight</b>	• Babcock, Castori, Fairbanks, Hillsdale, NPS, Pathways, Ridgepoint, Sierra View, Woodridge	
<b>Contact</b>	Gayle Green, Program Specialist	62659
<b>Oversight</b>	• Allison, Foothill Oaks, Frontier, Garden Valley, Hagginwood, Madison, Regency Park, Strauch, Woodlake	

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<b>Contact</b>	Kori Olson, Program Specialist	60639
<b>Oversight</b>	• Johnson, Morey Avenue, Noralto, Orchard, SCOE Preschool, Vineland, Westside, Preschool	
<b>Contact</b>	Lani Fuzessery, Program Specialist	62942
<b>Oversight</b>	• SCOE-ED, Residential and NPS, ERMHS	
<b>Contact</b>	Mara Gonzales, Program Specialist	62715
<b>Oversight</b>	• CCAA, Dry Creek, Grant, HHI, Northwood, Orchard, Pioneer, Rio Linda HS, Rio Tierra, SCOE-H	
<b>Contact</b>	Grace La, Program Specialist	50819
<b>Oversight</b>	• Foothill HS, Gateway Charters, Highlands HS, Kohler, MLK, MPR, Pacific, Vista/NOVA	
<b>Contact</b>	Mike Grant, Transition Specialist	52850
<b>Oversight</b>	• Secondary Transition, Workability	
<b>Program Staff</b>		
<b>Contact</b>	Kathleen McCarthy, Mental Health Therapist	61315
<b>Contact</b>	Tania Salazar, Mental Health Therapist	64306
<b>Contact</b>	Eva Stockard, OI/HHI Specialist	60238
<b>Contact</b>	Julia Siegle, HHI Specialist, Assessments	60238
<b>Special Education TOSA</b>		
<b>Contact</b>	Matt Tealdi	61826
<b>Contact</b>	Alicia Sansing	65544
<b>Contact</b>	Hillary Herrenschmidt	60362
<b>Contact</b>	Linda Clark	339-2020

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